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**Town of Webster / Planning Board
Minutes of the Meeting
February 22, 2016 -- 7:00 p.m.**

Attending: Members: Thomas Klebart, Denise Descheneau, Michael Dostoler
Chuck Eaton, P.E., CME Engineering
Meagen P. Donoghue, Planner/Clerk

Absent: Paul Laframboise, Charles Ceppetelli

Meeting called to order: 7:05 p.m. Basement Conference Room, Town Hall

7:06 p.m. Public Hearing – 153 Gore Road – Special Permit Site Plan Review – Broad Brook Development – New Commercial Construction within Lake Watershed District.

Chairman Dostoler opened the public hearing and asked Mr. Eaton to run through the engineering comments for the proposed project. Mr. Eaton provided comments regarding storm water and indicated that there were no deal breakers. The applicant's representative stated that there was a site plan and special permit for the property from the same applicant, but expired in March of 2015. The representative indicated that there would not be many changes to what was originally proposed, with the exception of the elimination of a second driveway, the building square footage would be smaller and there would be no drive through. He also indicated the project meets all of the requirements in the Lake Watershed District. Mr. Klebart expressed a concern over the watershed district and asked if there was going to be a sign. The representative indicating that there would be both free standing and wall signs. Ms. Donoghue advised the Planning Board that due to procedure, the Board could vote on the Site Plan Review as it only needed a majority vote of those present. However, the Board could not vote on the Special Permit due to being a five (5) member board needing 4 votes to approve, even if there is an absence. Mr. Dostoler indicated that it would be best to continue both Site Plan Review and Special Permit to the next meeting date of March 2, 2016. Mr. Klebart made a motion to continue both Special Permit Hearing due to a lack of quorum and the Site Plan Review to March 1, 2016. Ms. Descheneau Second; vote all in favor.

ANR-- 27 Perryville Road – Jennifer Mason

Mr. Klebart indicated that the applicant called to request to reschedule to March 1, 2016 meeting.

ANR—17 South Point Road – David Gural

Applicant's representative presented scope of work, followed by a brief discussion. Mr. Klebart made a motion to endorse the ANR; Ms. Descheneau second; vote all in favor.

7:36 p.m. Public Hearing—Worcester Road—Special Permit—Calco c/o Verizon Wireless.

Chairman Dostoler opened the public hearing and requested the board to continue the hearing to the next meeting date of March 2, 2016, due to a lack of quorum. Mr. Klebart made a motion to continue the Special Permit hearing to March 2, 2016. Ms. Descheneau second; vote all in favor.

Discussion

Mr. Klebart expressed how there is a need for alternates on the Planning Board because of a lack of quorum leads to pushing meeting dates and inconveniencing the applicants and abutters. Mr. Klebart also indicated how difficult it is to find the Board/Commission posting on the Town's webpage. He said he

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would speak to the Town Administrator about the issue Planning Board is facing without having alternates.

Other Business

CME Updates

Mr. Eaton went through the monthly list he generates illustrating the progress on all outstanding projects. He also noted that the Town Administrator, Planning, DPW, Building, Board of Health, Police and Fire have been having bi-monthly meetings to discuss proposed building projects as well as progress updates on outstanding projects. Mr. Eaton indicated that these meetings help with communication and being on the same page as we move forward with development throughout town.

Mr. Eaton raised the issue that when the former Town Engineer was working for Webster, any AAB requirements not met, he would notify the contractors, but that was the extent. Mr. Eaton indicated that after discussing with the Town Administrator, moving forward, if AAB requirements are not met, the contractors will have to make corrections, regardless what stage they are in in the project. Additionally, those that do not meet AAB requirements will not receive an approved As-Built. However, CME Engineering is folding AAB requirements into their review process to move projects along smoothly.

Mr. Eaton also indicated after the same discussion with the Town Administrator and Planning that the Planning Board be more proactive in requiring building elevations, and making sure building projects fit with the neighborhood aesthetics. Ms. Donoghue indicated that she is writing a set of design guidelines to fold in with the zoning bylaws giving the Planning Board parameters for decision making.

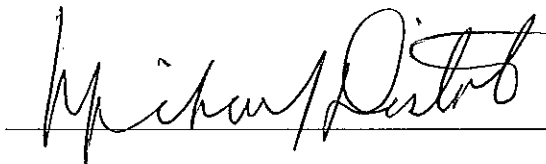
Next Meeting Dates – Wednesday, March 2, 2016 at 5:30 p.m. in the Town Hall Basement Conference Room, 350 Main Street.

Meeting Adjourned at 8:23 PM

Respectfully Submitted,
Meagen P. Donoghue, MRP – Planner/Clerk

All correspondence, reports, plans and applications can be viewed at the Town of Webster Engineering Office, 350 Main St, Webster MA, 01570

Minutes Approved:
Chairman



Date: 2/3/16